

DATE: March 3, 2004

TO: County Emergency Management Directors

FROM: Jerry Haberl, Training Supervisor

SUBJECT: **Course Recruitment: PUBLIC WORKS: PLANNING FOR & RESPONDING TO A
TERRORISM/WMD INCIDENT – (NT207)**

The Wisconsin Division of Emergency Management will sponsor the course: **Public Works: Planning for and Responding to a Terrorism/WMD Incident (NT207) on May 18, 2004** at Volk Air Field. The course will begin at **8:00 a.m.** on Tuesday, May 18th, and conclude at approximately **5:00 p.m.** on Thursday, May 20, 2004. The Office of Domestic Preparedness will be providing Instructors from Texas A&M University. Dress is casual.

The objective of this 24-hour course will focus on enhancing the capabilities of public works leadership, in coordination with state and local emergency response personnel, to plan for, respond to, and to manage an incident involving weapons of mass destruction (WMD). The course presents the fundamental skills, knowledge, and attitudes that will be needed by public works managers and supervisors when they are called upon to respond to a WMD terrorism incident, or develop a plan to prevent or mitigate a WMD terrorism incident.

If you travel more than **50 miles** one way and do not wish to commute, **we will make reservations** for you at Volk Air Field. WI Emergency Management will pay for **lodging costs (*for those traveling over 50 miles*) and meals** for all participants; however, the cost of travel, and any other incidental expenses associated with your stay are a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **APRIL 13, 2004.**

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director or Sheryll Smith at (608) 242-3306.

Encl: Registration Form

cc: WEM Management Staff
Regional Offices
Training section
Level A Teams

REGISTRATION INFORMATION

**PUBLIC WORKS: PLANNING FOR & RESPONDING TO A TERRORISM/WMD
INCIDENT – (NT207)**

MAY 18-20, 2004

Volk Field, WI.

Please complete the information below and send it to your County Director by April 12, 2004. County Directors must submit this registration to their Region Office no later than April 13, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.

(Reproduce this sheet locally for additional people.)

(PLEASE PRINT CLEARLY)

NAME _____ SIGNATURE _____

TITLE _____ AGENCY _____

SOCIAL SECURITY NUMBER _____
(MUST BE PROVIDED TO REGISTER!)

WORK ADDRESS _____

CITY _____ ZIP _____ COUNTY _____

WORK PHONE # _____ FAX _____ E-MAIL _____

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

_____ I do not need a room.

_____ I live over 50 miles, please reserve a room for me as indicated below:

PLEASE CIRCLE THE NIGHT(S) THAT YOU NEED A ROOM

MONDAY, MAY 17, 2004

TUESDAY, MAY 18, 2004

WEDNESDAY, MAY 19, 2004

Do you require any special accommodations for a physical disability?

SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT:_____

SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT:_____